



Early Learning Coalition of Escambia County

Executive/Finance Committee Meeting Minutes

January 26, 2023 8:30 a.m.

Members Present

Van Mansker
Marcus McBride

Roger Thompson
Melissa Birdsall

Mona Jackson

Members Absent

None

Staff

Bruce Watson
Dawn Engel

Vicki Pugh
Melissa Jennings

Nina Daniels
Darrell Merritt

Public

None

I. Welcome and Introductions

Notification of the Executive Finance Committee Meeting scheduled for January 26, 2023, was sent to the Pensacola News Journal, and posted to the Coalition Public Calendar Board on January 6, 2023. The meeting was called to order by Mr. Watson.

II. Public Comments

None.

III. Consent Agenda

Upon a motion by Mr. Thompson and seconded by Ms. Jackson, the Consent Agenda, consisting of the Agenda and Minutes of October 27, 2023, was approved without objection.

IV. Coalition Status Reports

a. Enrollment/Wait List Status Report:

There are 2,729 children enrolled in the School Readiness Program. Currently there are 697 children on the Wait List. There are 2,102 children approved for VPK and 1,679 children are enrolled. No children were pulled from the Wait List week due to the number of children still waiting for placement is over 30.

b. Contracting and Fraud Summary Report:

There are 85 SR providers and 77 VPK providers. There is no fraud to report.

V. Committee Recommendations

a. PSC Board Resolution



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The Resource Development Committee discussed the shortage of people working in the field of child care. Also discussed were the difficulties people working in child care have in progressing their professional development. PSC has courses that could be taught online, but the college wants to keep them as in person daytime courses. This makes it difficult for employed child care workers to take these courses. The RDC is requesting that the Board issue a proclamation to the college asking them to consider adding more online and after-hours options for the courses that they offer. Upon a recommendation made by Mr. McBride and seconded by Mr. Thompson, it was approved without objection to write a proclamation letter to PSC and present it to the Board for approval.

VI. Old Business

a. DEL CRRSA Workforce Initiative

The local CRRSA Workforce initiatives are complete. The Coalition is waiting on approval of a request to change the application for this initiative from \$725,265 to \$913,000. The DEL requires that Coalitions spend all of the CRRSA Grant dedicated to local workforce initiatives before they can expend money allocated in the APRA Grant for the same type programs. Once this approval is granted, the Coalition will submit the last invoice and complete spending all \$969,348 of the CRRSA award.

b. ARPA Grant Funding - Update

Payments for ARPA Round 2 to Providers who have submitted their applications are continuing to be paid. Not all Providers have submitted their applications. The Coalition has spent \$6,621,085 through December on ARPA.

c. VPK Program and Progress Assessments

VPK program assessments and child progress monitoring are going well. None of the school district sites are below a 4.0. Progress monitoring is also going well.

d. ECSD Education Career Academy Change

Ms. Adkison, the Education Career Academy program coordinator, retired in December. The ECSD has hire someone, but they have not contacted the Coalition for an introduction or to discuss the future of the program.

VII. New Business

a. Change in 401K Providers.

The Coalition's current 401K provider, Slavic 401K, notified the Coalition that they were terminating their relationship with a third-party accounting firm they use to collect the contribution data from ADP. They informed the Coalition that the information would have to be provided by the Coalition. They also expected each pay day for the Coalition to get the information from ADP and transfer it to the template forms they would provide. The Coalition decided that this change, along with other issues this past year, warranted looking for other options. ADP offers a 401K that is comparable to Slavic's, and they perform all the admin in



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house. They also offered that the company the option to pay the admin fees instead of taking them out of the employees contributions. Upon a motion made by Mr. Thompson and seconded by Mr. McBride, it was approved without objection to take the recommendation to change 401K providers from Slavic 401K to ADP 401K to the Board.

b. Health Benefits for Dependents Funding

It has been brought to the Coalition's attention that the wording in the Employee Handbook regarding health benefits is either incorrect or too vague. The Handbook states that the Coalition will pay half the cost of dependent health benefits. It is unclear if this includes vision and dental coverage. The wording can be interpreted either way. The Coalition suggested changing the wording and the company policy to pay for half of all dependent health benefits, to include vision and dental. Upon a motion made by Mr. McBride and seconded by Ms. Jackson, it was approved without objection, to take the recommendation to reword the Employee Handbook and to pay for half of all dependents health benefits, to include vision and dental to the Board.

c. Vicki Pugh Retirement

Ms. Pugh will be retiring from the Coalition on May 31, 2023.

d. Credit Card Changes

Ms. Pugh is one of the three company credit card holders. Due to her upcoming retirement, a new person needs to be assigned a company credit card. The person nominated is Ms. Maxwell, Administrative Aide. With the change in ownership of the bank, the Coalition has considered going with The First's corporate credit cards. The First grand fathered in the old cards but they would prefer if we changed to the one they support. This would improve our process as the new account would be a true business account with three cards. The current account is three cards with the business name attached. The credit limits for each account would remain the same as approved by the Board, ED = \$10,000, Ops Dir = \$5,000 and Admin = \$5,000. Upon a motion made by Mr. Thompson and seconded by Mr. McBride, the recommendation to make a change in card holders and closing of the old and opening of a new corporate credit card account was approved to take to the Board without objection.

e. Mid-Year Reports

Mid-Year reports were presented to the Committee. The reports will be presented to the Board.

f. Notice of 2022-2023 Reallocation of School Readiness Funds

The Coalition is on target for spending this year. Escambia was not impacted by the mid-year round of the DEL re-obligations and de-obligations.

g. Board Provider Representative Selections

The Coalition currently has two statutory required positions to fill. One is for representative of private, for profit child care providers (either home-based or center-based) and the second is for non-profit, faith-based child care providers. Provider Representative nomination forms will be



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sent out to all Providers in early February, with a deadline for nominations of March 30, 2023. Ballots will be sent out in early April for providers to choose their representatives. The deadline for submitting ballots is April 30, 2023. The results from the ballots will be submitted to the Resource Development Committee and then the Executive Committee at their meetings in May. The proposed appointments will be presented to the Board in June for approval.

VIII. Adjourn: Meeting was adjourned at 9:47 a.m.

Next Meeting: February 23, 2023, at 8:30 a.m. at the Early Learning Coalition Office, 1720 West Fairfield Dr., Suite 100/400, Pensacola, Florida 32501